

Specialist Library Support

ENDNOTE ONLINE

Beginners reference management

Should you require this workbook in a digital format please contact us at uml.teachingandlearning@manchester.ac.uk

BEGINNERS REFERENCE MANAGEMENT WITH ENDNOTE ONLINE

Introduction

The workbook is useful for anyone wanting to use EndNote online to manage references, cite and reference sources in essays, dissertations and other academic writing.

Aims

This workbook will take you through a series of short exercises to introduce you to EndNote online. Once you have worked through the activities you should know how to:

- Collect references in EndNote online
- Organise your references
- Add citations to a Word document
- Create a bibliography in Word

1. Register with EndNote online and Web of Science

You can access EndNote online directly from the Web of Science database. Creating an account in Web of Science will give you full access to EndNote online and will enable you to link directly between the two.



2. Direct export

- Access the Web of Science database from the Databases A-Z on the Library homepage: <http://www.library.manchester.ac.uk/searchresources/databases/>
- Select **My Tools** and then **Endnote** and Register your details to use Web of Science and Endnote online.
- Click on Web of Knowledge at the top of the page to return to the database
- Run a search: **Manchester music scene** or one of your choice
- Select the first five results and Save to EndNote Online

Click on the EndNote tab and check that the references have been added to the All My References folder. (Tip: change the right hand drop down menu to Added to library-newest to oldest to see the latest additions)

In EndNote online you can connect from the reference to the full text using the FindIt@UML button and create a link from the record in EndNote to the PDF of the article.

3. Exporting a reference from Library Search

Go to the Library homepage <http://www.manchester.ac.uk/library>

- Enter your search terms in the Library Search box
- Click on the title of an item from your list of results
- Scroll to the bottom of the pane and under **Send to** click **EndNote**



4. Online search

- Choose the Collect option in EndNote online and select **Online Search**
- Select **U Manchester** from the drop-down menu
- Search for **Maya Angelou** in the Author field and **On the Pulse** in the Title.
- Click on the first result and select **Add to group** and choose **New group**.
- Call the folder 'Maya' and click OK

5. Manually adding a reference

- Choose Collect and select **New Reference**
- Select Book Section from the drop-down Reference Type menu
- Enter the following details:

Author: Pender, P

Title: "I'm Buffy, and you're... history": The postmodern politics of Buffy

Year: 2002

Editor: Wilcox, R

Book title: Fighting the forces: what's at stake in Buffy the Vampire Slayer

Place published: Lanham, Maryland

Publisher: Rowman & Littlefield

- Click **Save**

6. Importing references

- Go to Google Scholar
- Select Settings
- Change Bibliography manager settings to 'Show links to import citations into EndNote' and save the change
- Run a search on **nuclear power and environmental impact**
Click the **Import into EndNote** link on the first result
- Select Save and save the file as scholar.enw in My Documents
- In EndNote online, select Collect and choose Import References

- Browse to My Documents and select the scholar.enw file
- Change the Import option to EndNote Import in the drop-down menu
- Select a Group for the file (or create a new one) and click Import.



ORGANIZE

7. Removing duplication

You can begin to organise your library by removing any duplicate records you have.

- Select **Organize** and then **Find Duplicates**

This will automatically search through all your references and highlight any duplicates for your attention.

You can manage your references in EndNote online by creating and sharing groups of references, finding and removing duplicate references and adding or deleting file attachments.

- Select **Organize** and then **Manage My Groups**
- Select **New Group** and name it
- Select **My References**
- Select a few of your references by ticking the box next to each one
- In the drop down menu above the references select the group you created earlier
- They will then be automatically added.

8. Sharing a group

- Select **Organize** and then **Manage My Groups**
- In the group you created earlier select **Manage Sharing**
- Select **Start Sharing this Group**
- You can now add any number of email addresses in the box and then select **Apply**.

- The group should now appear in your colleagues EndNote online account.



FORMAT

9. Creating a bibliography

- Select Format and choose Bibliography
- Select a group of references from your EndNote library
- Select the bibliographic style: **Harvard Manchester**
- Select File format: RTF
- Save the file

When you open the file in Word you will have a bibliography formatted in the Harvard Manchester style.

Cite While You Write Plug-In

To insert citations in Word as you write you will need to ensure that the Cite While You Write Plug-In has been installed on your PC/ Mac. It has been installed on all University cluster PCs as standard.

In Word, select the EndNote X9 toolbar option

- Change the Preferences > Application setting from EndNote X9 to EndNote Web
- Enter your log-in details
- Enter some text into Word document and select 'Insert Citations'
- Search for 'angelou' at the prompt
- Select a citation and click Insert
- Repeat the process to add several more citations to the document

Editing citations

You can edit the appearance of citations (e.g. to exclude the author or add page references) using the Edit citation(s) options. You should always use this function to change or delete citations rather than editing citations manually to ensure that the document does not retain any hidden code within Word.

Referencing styles

EndNote online has over 3500 different referencing styles to choose from including Harvard, Vancouver, MLA and MHRA which are among the most commonly used style at The University of Manchester.

In Word, choose the EndNote toolbar and use the Style: drop-down menu to view styles. To see the full list of available styles, click Select Another Style...

Further help

Specialist Library Support:

<https://www.library.manchester.ac.uk/using-the-library/specialist-library-support/>

Referencing guide at the University of Manchester:

<http://subjects.library.manchester.ac.uk/referencing>

University of Manchester Library EndNote videos:

<http://subjects.library.manchester.ac.uk/referencing/endnoteonline>

NOTES:

CONTACTS

If you have any queries about this booklet or the services mentioned in it, please contact the University of Manchester Library Teaching and Learning Team.

Email: uml.teachingandlearning@manchester.ac.uk
